

<b>Accelerated SAP</b>		<b>BUSINESS PROCESS PROCEDURE</b>	
<b>State of Utah</b>	<b>Organization/Area: Time Administration</b>	<b>Payroll Department Report - Time Summary</b>	
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports -Time Summary.doc	Release:	R/3 4.6C
Responsibility:	Time Entry Operator	Status:	Issued: 11/08/02 Revised:

## Overview

### Trigger:

Preliminary time evaluation processing is complete. Agency staff can run this report to get a complete summary of all the time and other pay that will be processed for employees when the payroll is run.

<b>Business Process Procedure Overview</b>
<p>State agencies enter and approve employees' time based on time sheets and other pay documents. State payroll then runs time evaluations before payroll is processed. The evaluation program considers everything that was entered and approved as well as system generated time to calculate overtime and all leave accruals. If the employee is in Time Management Status 1, time entry required, the system only processes the time that has been entered and approved. If the employee is in time management status 9, auto pay, the system generates work-time automatically based on the daily work schedule of the employee.</p> <p>Agency staff runs the Time Summary report to create a list of all employees' time and other pay that will be processed when payroll is run. This report should be verified by Friday of the time entry week to allow time to correct entries before time evaluation is finally processed for the period. (State payroll runs time evaluations nightly during payroll entry week. The normal schedule calls for time evaluation to be completed for the final time on Monday Night of payday week.)</p>

## Procedural Steps

### **1.1. Access transaction by:**

<b>Via Menus</b>	Time Entry Operator → Reports after Time Evaluation → Time Summary Report
<b>Via Favorites Menu</b>	Reports after Time Evaluation → Time Summary Report

Double click on Time Summary Report and the following screen will appear:

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Other Period	Period and year is required only when selecting "Other period". Enter the period number and year in according to "Period List" as distributed by Dept of Finance
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Input – Required Fields	Field Value
Personnel number	Employee numbers are used to select specific employees – leave blank if Org. Key is used
Org. Key	Enter Agency, Low Org. and Distribution of employees to be reported.

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- 1.2 **Select the pay period for which you want a Time Summary report. You can select the current period or other periods. To select an “other period”, click the “Other period” button and enter the period number (1 through 26) and the calendar year.**
- 1.3 **Normally you leave the “Personnel number” field blank and use the agency Org. Key for the selection criteria as described below. If you want to select specific employees, enter their personnel number(s) in the Personnel number field. When you click on the arrow, a box appears that allows you to enter multiple personnel numbers.**
- 1.4 **The “Organization key” field allows you to enter the Agency code followed by a blank, the Organization code and the Distribution code to specify your selection of an employee group. You can use the wild card symbol, \*, in your selection criteria. For example, if you wanted to print the time summary for all employees in agency 100 and distribution code 1600, you should enter 100(space)\*\*\*\*1600. You can also select employees from multiple organization keys by clicking on the arrow to the right of the “Organization key” entry field. When you click on the arrow, a box appears that allows you to enter multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in agency 100 org 0420 and distribution 0000.**

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**Time Summary Report**

Program Edit Goto System Help

Selections from

**Payroll period**

Payroll area **UB**

☒ Current period

☐ Other period

**Selection**

Personnel number

Organization key **100 04200000**

**Page Breaks**

☒ Yes

☐ No

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- 1.5 The “Page Breaks” buttons allow you create a page break after each org change or not create any page breaks. The default is Yes, create page breaks.**

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- 1.6 Click on the Execute button and view the Time Summary report. (See below) Review the report for accuracy. If you discover errors they can be corrected on the time entry screen. Any correcting entries must be approved before time evaluation is processed for the final time in order to be effective for the current payday.**

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Time Summary Report

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- 1.7 To print the report, click on the print icon, or choose File → Print from the screen heading toolbar. Your printer will default, if you choose to print on another printer, change the printer by clicking on the drop down list, and choose an alternative printer.**
- 2.1 Advanced selection options. You may choose to save your selection before you execute the program. This is called “Saving a variant”. This step can be completed after step 1.4 before clicking the Execute button. Variant are tied to your User Id, therefore it is your own personal selection options. To save a variant, click the Save button after validating the screen in step 1.8. Enter a name for your Variant, and a short description. Hit the Save button again. Your variant had been saved. Next time you need to execute this report, you will click the variant button, choose your variant (you may have multiples of different agency/org etc) and execute the program without having to fill out the fields.**

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